



University of Ruhuna

Wellamadama  
Matara.

22.03.2024

The Manager

.....  
.....  
.....  
.....

**Invitation for Bids (IFB)**

**Contract: Supply, Delivery, Installation, Commissioning, Testing and Maintenance of Digital Photocopy Machines - RUH/SUP/C/2024/S8/002**

1. The Chairman, Department Procurement Committee on behalf of the University of Ruhuna now invites sealed bid from you for **Supply, Delivery, Installation, Commissioning, Testing and Maintenance of Digital Photocopy Machines** indicated in the annexed bid document.
2. Bidding will be conducted through National Shopping method of procurement.
3. You may obtain further information if any from the **Deputy Bursar/ Supplies**, University of Ruhuna, Wellamadama, Matara. (T/P 041- 2227027/ Fax No. 041 – 2227027/ e-mail : [sabs@admin.ruh.ac.lk](mailto:sabs@admin.ruh.ac.lk))
4. Bids must be delivered by mail in sealed envelopes addressed to **Deputy Bursar (Supplies)**, University of Ruhuna, Wellamadama, Matara before **02.00 p.m on 28.03.2024**  
Late bids will be rejected.
5. This contract is subject to
  - I. Providing of Performance Security of 10% of the total contract price in accordance with the format given by us and issued in favor of the Vice Chancellor, University of Ruhuna.
  - II. Entering into a formal agreement with the University of Ruhuna.

  
.....  
Deputy Bursar(Supplies)  
University of Ruhuna,  
Wellamadama,  
Matara.



**UNIVERSITY OF RUHUNA**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS  
FOR**

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING,  
TESTING AND MAINTENANCE OF  
DIGITAL PHOTOCOPY MACHINE**

**IFQ No: RUH/SUP/C/2024/S8/002**

## Section I. Instructions to Vendors (ITV)

<b>A:General</b>	
<b>1. Scope of Bid</b>	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements
<b>B:Contents of Documents</b>	
<b>2. Contents of Documents</b>	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors(ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C:Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
<b>4. Quotation Submission Form and Price Schedules</b>	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 <b>Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</b>
<b>5. Prices and Discounts</b>	5.1 Unless specifically stated in Data Sheet, all items must be priced separate in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with adjustable price shall be treated as non responsive and may be rejected.</p>
<b>6. Currency</b>	6.1 The vendors shall quote only in Sri Lanka Rupees.
<b>7. Documents to Establish the Conformity of the Goods</b>	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications And standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial Responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
<b>8. Period of Validity of quotation</b>	8.1 Quotations shall remain valid for the period of <b>ninety (90)</b> days after the quotation submission deadline date.
<b>9. Format and Signing of Quotation</b>	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	
<b>10. Submission of Quotation</b>	<p>10.1 Vendors may submit their quotations by sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
<b>11. Deadline for Submission of Quotation</b>	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and not later than the date and time as specified in the Data Sheet.
<b>12. Late Quotations</b>	12.1 The Purchaser shall reject any quotation that arrives after the Deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

<b>13. Opening of Quotations</b>	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark his attendance.</p>
<b>E: Evaluation and Comparison of Quotations</b>	
<b>14. Clarifications</b>	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of his quotation. Any clarification submitted by a vendor in respect to his quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing</p> <p>14.3 Bids were submitted by Public Enterprise will be given a 15% special preference.</p>
<b>15. Responsiveness of Quotations</b>	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<b>16. Evaluation of quotations</b>	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the Consideration of the factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
<b>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without there by incurring any liability to bidders.</p>

**F: Award of Contract**

<b>18. Acceptance of the Quotation</b>	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
<b>19. Notification of acceptance</b>	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing that his quotation has been accepted.

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: <b>Vice Chancellor</b> Address: University of Ruhuna, Wellamadama, Matara.
5.1	If the bidder is allowed to quote for lesser number of items than the total number Of items specified, indicate the details.
7.3	Manufacturer's Authorization is required.
11.1	Address for submission of Quotations is Supplies Branch, University of Ruhuna, Wellamadama, Matara.  Deadline for submission of Quotations is at <b>2.00 p.m. on 28.03.2024</b>
13	The Quotations shall be opened at the following address: Supplies Branch, University of Ruhuna, Wellamadama, Matara.
16	Other factors that will be considered for evaluation are(List and describe the methodology):
<b>Additional Clause</b>	
17. Payment	Payment shall be made within four weeks after receiving the invoice for each item supplied.
18.Liquidated Damages	The supplier should deliver the items within the delivery period stipulated in the schedule of requirements. The supplier should make payment to the purchaser for <b>each week of delay in delivery, at the rate of 0.5% of the contract sum per each week of delay, up to a maximum of 10% of the contract sum.</b>

### Section III: Schedule of Requirements

Note:

1. **Bidders** a) May quote whole items

Item Number	Brief Description of the Goods	Specification and Requirements	Quantity	Delivery Period in Days from issue of Purchase Order	Place of Delivery	Installation and warranty Requirements if any
01.	<b>Digital Photocopy Machine</b>	Specification Attached (Annex 01)	<b>02</b>	02 weeks	University of Ruhuna, Wellamadama, Matara	Warranty required

Please mention your delivery period - .....  
 If you not mentioned the delivery period, earliest delivery period 02 weeks is accepted.

.....  
 Signature

.....  
 Date

.....  
 Rubber Stamp

## Section V

# Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated. No Alterations to its format shall be permitted and no substitutions will be accepted.]

Date:

To:.....

[insert complete name of Purchaser]

We, the under signed, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conform it with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following Goods [insert a brief description of the Goods];
- (c) The total price of our quotation including any discounts offered is :[insert the total quoted price in words and in figures];
- (d) Our quotation shall be valid for the period of time specified n ITVSub-Clause8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause11.1,and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, to ether with your written acceptance there of included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:.....

[insert signature of Person whose name and capacity are shown]

Name:.....

[insert complete name of person signing the Bid Submission Form]

Dated:

## PRICE SCHEDULE

Package Name: Digital Photocopy Machine

Item. No.	Description	Qty.	Unit Rate. (Without VAT) (Rs.)	VAT (Rs.)	Total Amount (With VAT) (Rs.)
01.	<b>Digital Photocopy Machine</b>	02			

We agree to supply, delivery, installation & maintenance the above goods in accordance with the technical specifications for a total contract price of Rupees.....(*amount in figures*)

.....(*amount in words*) within the

period specified in the Invitation for Quotations.

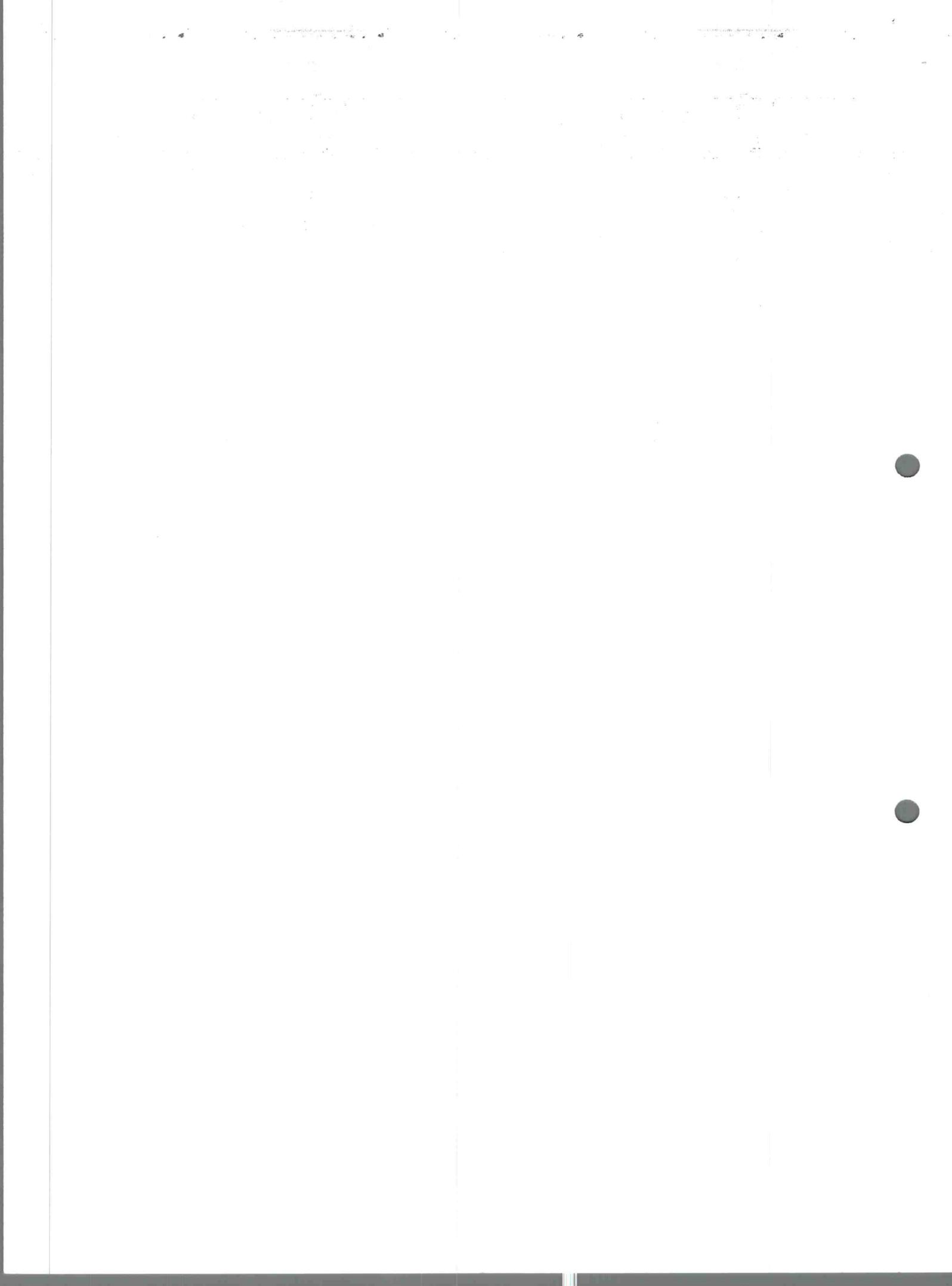
We also confirm that the warrantee/guarantee specified shall apply to the offered goods.

.....

Signature of the Bidder

Name of the Bidder

Date



## Specifications for Digital Photocopy Machine

(01 Qty.)

Description	Required Minimum Specification	Bidder's Compliance		Remarks
		Yes	No	
Make	Please Specify			
Model	Please Specify			
Year of launch	Please Specify			
Year of Manufacture	Machine released in 2022 or later Please Specify			
Technology	Mono Toner			
Type	Digital / Desktop – Max A3 Size copy, print & scan			
Control panel	User friendly touch panel& numeric key pad			
Resolution – Copy/Print	600 x 600 dpi			
Machine Memory	512 MB or more			
Interface	Inbuilt Ethernet100 Base- TX/ 10 Base-T with RJ45 Wi-Fi Direct Facility (Should be able to connect with devices when network is down) In-built Wi-Fi			
Wired & wireless printing	Ability to connect min. 10 computers			
Zoom	25% - 400% Zoom			
Paper Capacity	250 sheets Universal cassette for all paper sizes A3, A4, A5 (65gsm to 90gsm)			
Stack Bypass	100 sheets (80gam) Universal paper tray up to A3 Min & Max paper thickness – 60gsm to 150gsm	-		
Copying & printing Speed	20 or above ppm & cpm			
Wired & wireless scanning	Ability to connect min. 10 computers			
Scan to network Folder	Please Specify			
Scan to Email	Please Specify			
Scan to mobile	Please Specify			
Scanning file formats	TIFF JPEG PNG PDF PDF compact PDF (divided into separate pages) Searchable PDF			
Double side copying & printing	Required –From main tray From bypass tray	-		
Paper GSM for Duplex	65 – 120gsm – Please Specify	-		
Confidential printing	Required (Ability to send a print to the machine with a password.)			
Remote monitoring via network	Accessibility of the machine via web browser to change settings should be possible Ability to create & edit user passwords Ability to monitor consumables			
Prior breakdown notification	Please Specify			

Description	Required Minimum Specification		Bidder's Compliance		Remarks
			Yes	No	
Remote printing	Ability to print from any handheld device via network				
Electronic cross sorting	Required				
Toner save mode	Required				
User passwords facility	Required minimum 100 no's user pass words Detail report for copy, print & scan for each user		-		
Network Security	Please Specify				
Power consumption	2W on sleep mode				
Warranty	Comprehensive on-site manufacturer authorized warranty for 24 months				
Manufacturer Authorization	Manufacturer's authorization letter should be provide. Supplier should have an authorized service supports center				
Energy Star Certificate	Quoted Model should be Energy Star Complied, Documentary Evidence should be provided				
Manufacture Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand .(Proof document should be attached)				
Bidders Experience	The bidder should have successfully sold same similar product for last 3 years (Bidder should provide documentary evidence to support the above)				
Warranty Information	A sticker with				
	Suppler name				
	Contact Numbers				
	Date of Commissioning of Hardware				
Warranty Information	Warranty period				
Brochure	Supplier should provide brochure of make/model quoted as per above specification				
<b>Cost Per Print Calculation (Specify the minimum market price within the warranty period)</b>			<b>Bidders Response YES / NO</b>		<b>Remarks</b>
Toner	Min No. of copies 10,000	Yield Price			
Drum	Min No. of copies 70,000	Yield Price			
Primary charging unit (Roller or wire)	Min No. of copies - Specify	Yield Price			
Drum cleaning blade	Min No. of copies - Specify	Yield Price			
Developer assembly	Min No. of copies - Specify	Yield Price			
Gear set	Min No. of copies - Specify	Yield Price			
Developer	Min No. of copies 60,000	Yield Price			

**Note: Please complete the "Conformity" Column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**